ASEDRA

U s e r   G u i d e

T A B L E O F C O N T E N T

Introduction

ASEDRA is a web based application developed by State Risk Management and Information Services Division (ISD) of ADOA with the intended purpose of allowing a State Agency representative access and review driver record information for State employees who operate vehicle's on State business.

Objective

For the purpose of this document, **the objective is to provide training on how to manage Employee records within ASEDRA**.

What is ASEDRA

ASEDRA, or **A**rizona **S**tate **E**mployee **D**river **R**ecord **A**pplication, is a system that stores a list of State Employees who are designated as driving vehicles on State business in accordance with the Arizona Administrative Code Title 2, Chapter 10 Section 207.12. ASEDRA gathers information from the ADOT - Motor Vehicle Department and sends out notifications to predefined agency representatives if an employee has a driving record requiring action.

ASEDRA process flow
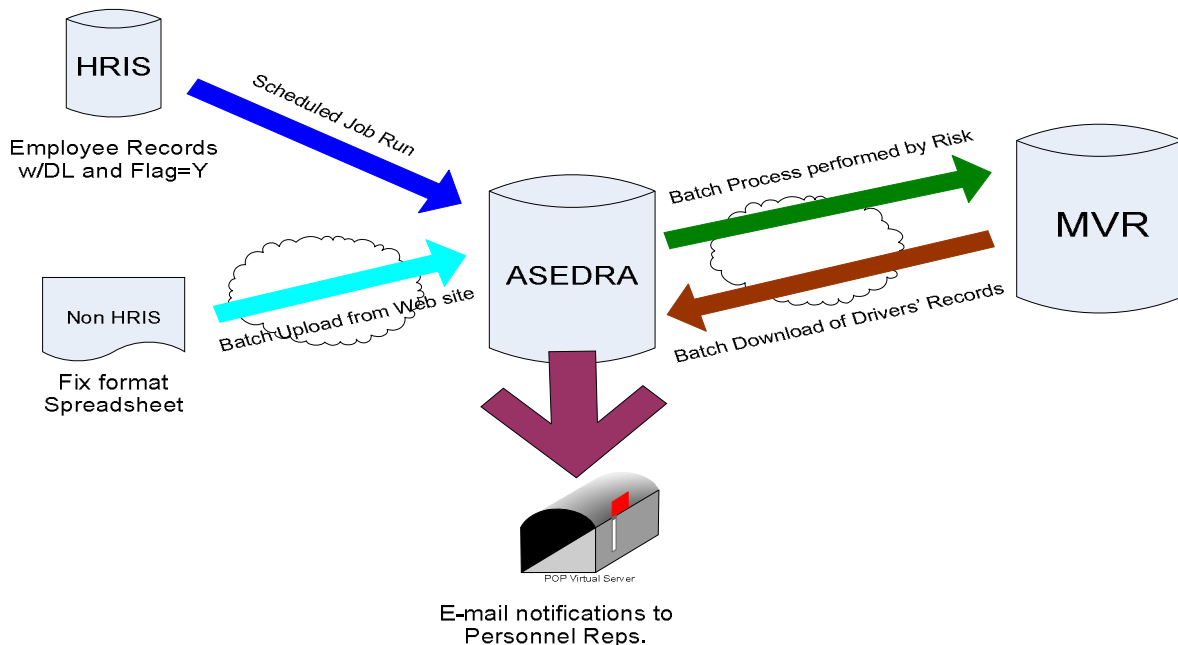
HRIS Input

Identified drivers who are part of the HRIS database are identified as authorized State Drivers within HRIS. A query has been created to pull information about those flagged drivers from HRIS database into ASEDRA.

Non HRIS Input

Any driver who is not part of the HRIS database will use a fix format spreadsheet to upload employee records.

Request data from MVD

A file is generated by ASEDRA in the format required by MVD to process. This file is sent to MVD for batch or multiple driver processing. The results of this request are then uploaded into ASEDRA and matched against the employee records

Notification

    a. Notification is sent out after every report receipt (currently 2x month).
    b. Agency representative receives initial notification.
    c. After 10 days, any record that exceeds points and is not marked reviewed will trigger 2nd notification. The Agency representative and State Risk (general email acct) is cc'd.
    d. Email content will not contain personal information.
    e. One email is sent to a Agency representative for all identified drivers in a given cycle.
    f. To avoid a 2nd notice, ASEDRA provides an opportunity for the Agency representative to denote drivers whose records within ASEDRA have been reviewed.

Permissions

    a. "Administrative" level is granted to one Agency representative. This is done by completing and having the ASEDRA access Agreement signed by the Agency Director and State Risk Management.
    b. "User" level is anyone, outside HRIS system, who needs to upload drivers via an excel workbook.
    c. "Administrative" level can grant permissions to upload via excel workbook.xls
    d. "Super Administrative" level is restricted to ISD and RMD.

Type	Grant access, global	Grant access, agency	Upload .xls	View employee, global	View Employee, Agency	View MVD, global	View MVD matched, Agency	Requst file from MVR	Upload Respnse file
Super Admin	✔	✔	✔	✔	✔	✔	✔	✔	✔
Admin		✔	✔		✔		✔		
User			✔						

ASEDRA Login

ASEDRA is a SSL enabled site. The login prompt can be accessed using any web browser and GOTO HTTPS://ASEDRA.AZ.GOV. The log in ID is the Agency "Administrator" EIN preceded by 3-4 zeros making a 9 digit EIN. The pass word is the same as their YES password.

Authorized Drivers

The Authorized Drivers list comes from the inputs on HRIS and non HRIS data feeds. It is a list of drivers who will be sent to MVD for driver record retrieval. See addendum for more information on HRIS drivers

Driver Filters

- Last Name – Filters on some or all of the employee's last name
- First Name – Filters on some or all of the employee's first name

- Matched – Filters on records matched with MVD response
  - All – Displays complete list of employees
  - Matched – All displays employees who have 100% match with MVD record
  - Unmatched – Displays employees who do NOT match any MVD record. Normally this is due to their DL# and DOB not matching between MVD and HRIS.
- Points – Filter on predetermined points
  - All – Displays complete list of employees
  - Less than 6 – Displays drivers who have 0 – 5 points total
  - Equal to or greater than 6 – Displays drivers who have 6+ points total
- Review Status – Filter on drivers based on their reviewed status. Once a record has been reviewed this box is to be checked and save changes.
- Agency – Filter on specific Agency
- Hide drivers with 0 points – no points returned from MVD
- Suspended – Filter for suspended, cancelled or revoked DLs.
- Hide drivers with no change in points – no change in points between the current and last response from MVD

Driver Information

	Reviewed	Delete	Agency Code	Last Name	First Name	Birthday	License #	Points	Prev. Points	Suspended	Comments
🔍	☑	☐	ZZ	Drive55 - Suspend	I Cant	01/18/1980	D12345695	6	0	✓	Attended Defensive Driver Training

- Magnifying Glass – SELECT icon to display detail record information about employee
- Reviewed check box – Omits record from further email notifications. After reviewing driver record check this box and save changes.
- Delete check box – Removes record from the Employee table – Only non-HRIS uploaded drivers will be deleted. HRIS drivers need to be done through HR screens.
- Agency Code – 2 digit HR agency code (Sortable)
- Last Name, First Name, Birthday - Employee Name & Birthday
- License # - Driver license number on file with MVD
- Points – Summary of points an employee has accumulated with 39 months
- Previous Points – Accumulation of points from previous MVD response
- Suspended – Driving status of the employee within 39 months
- Comments – 256 character input field for notes. Use this to document actions that were taken due to suspension or excessive points.

Date Revised: August, 2010

🔍 Detailed MVR Record

Driver Details

EIN:	Agency Code: UA	First Name: DEPARTMENT OF	Last Name: SAFETY
Middle Initial: P	Suffix:	Birth Date: 3/3/1999 12:00:00 AM	Creation Date: 2/24/2009
Created By:	Modified Date: 2/24/2009	Modified By:	Customer Reference: G00001217
MVD Account Number: 036	Company Name: DOARISK	Request Type: 1	Processed Date: 2/19/2009
License Number: B14527434	License Issue Date: 3/3/2008	License Expiration Date: 3/3/2009	License Type: D
License Class: A	License Restrictions: ADKTU	License Endoresements: TPNMS	Previous License State: AZ
Previous License Number: B14527434	Sex: M	Eyes: BR	Hair: BR
Weight: 195	Height: 5 9	Address: 4729 E SUNRISE DR # NO.318	City: TUCSON
State: AZ	Zip: 85718	Permit 1 Status:	Permit 1 Class: I
Permit 1 Issue Date: 10/1/2006	Permit 1 Expiration Date:	Permit 1 Endorsement:	Permit 2 Status:
Permit 2 Class: I	Permit 2 Issue Date: 8/15/1999	Permit 2 Expiration Date: 8/13/2000	Permit 2 Endorsement:
Driver Status: TSA HAZMAT APPROVED ENDS 01012013	Violation History: False	Matched: False	Suspended: True
Revoked: False	Cancelled: False	Limited: False	CDL Disqualified: True
Total Points: 18			

[Show Details] ⊠

02/14/2008 - License Suspended 000000000000000454   [Show Details] ⊠

02/02/2008 - Speeding   [Show Details] ⊠

06/05/2007 - Suspension   [Show Details] ⊠

02/15/2007 - Warrant Outstanding - 0000909090 Agcy Holding War:...   [Show Details] ⊠

05/22/2006 - License Suspended 000000000000000044   [Show Details] ⊠

05/12/2006 - Special Speed Limitations/Bridge Or Structure   [Hide Details] ⊠

Violation Date Code   Description
05/12/2006   28-706B Special Speed Limitations/Bridge Or Structure

Disposition Description
Bail Posted And Voluntarily Forfeited

County   Fine   Court Code Speed
MARICOPA $0.00 0741   15/065

School Assignment CMV HZMT
              N   N

Points Plate Number
2   NONE

Non-HRIS Employees - Upload Excel Data Page:

These instructions are to add non-HRIS employees, such as volunteers or University students to ASEDRA in order to run their MVR's. They first must meet the qualifications of an identified driver in order for their MVR to be obtained from MVD.

Non-HRIS, volunteers, students will use a formatted spread sheet to upload driver information. This information is stored in the Authorized driver table and will be used to retrieve driver record information.

Steps to upload non HRIS data
1. POPULATE fix formatted spreadsheet (Down Load "DriversTemplate.xls")
2. SAVE spreadsheet to user's workstation
3. LOG into ASEDRA
4. NAVIAGATE to Upload Excel Data Page
5. SELECT Saved spreadsheet from workstation
6. LEFT CLICK Upload Excel File button
7. GOTO Employee list Page
8. VERFIY records have been uploaded

ASEDRA Violation Report

My Settings

Users

Violation Report

ASEDRA 1.2

LOGOUT

Access the report from the Management page

Filter on the Agency

ASEDRA : Violation Report

Filter

Agency

(ZZ) zzTest   **Show Report**

report can be exported to Excel or PDF format

⏮ ◀ 1 of 1 ▶ ⏭   Select a format ▾ Export ↻

Select a format
Excel   Export Formats
Acrobat (PDF) file

Violation Report

EIN	Last Name	First Name	MI	DOB	License Number	License Expiration Date	Prev License Number	Current Status	History Message	History Message Date	Conviction Date	Points
	Caholic - exceed pts	AI		1/1/1980	D12345678	8/18/2050	D12345678	SUSPS/NO REVS	FAILURE TO DRIVE TO RIGHT/EMERGENCY VEHICLE APPROACHING	7/1/2009	5/5/2006	2
	Caholic - exceed pts	AI		1/1/1980	D12345678	8/18/2050	D12345678	SUSPS/NO REVS	REASONABLE AND PRUDENT SPEED VIOLATION -ACC	7/1/2009	5/23/2006	3
	Caholic - exceed pts	AI		1/1/1980	D12345678	8/18/2050	D12345678	SUSPS/NO REVS	FAILURE TO OBEY TRAFFIC CONTROL DEVICE	7/1/2009	8/6/2006	2
	Caholic - exceed pts	AI		1/1/1980	D12345678	8/18/2050	D12345678	SUSPS/NO REVS	SUSPENSION SATISFIED - 10232006 000000000000483743A	7/1/2009	10/11/2006	
	Caholic - exceed pts	AI		1/1/1980	D12345678	8/18/2050	D12345678	SUSPS/NO REVS	FAILURE TO STOP AT STOP SIGN -ACC	7/1/2009	11/6/2006	2
	Caholic - exceed pts	AI		1/1/1980	D12345678	8/18/2050	D12345678	SUSPS/NO REVS	TSS ASSIGNMENT	7/1/2009	12/12/2006	

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HRIS Instructions:

This section provides instructions for setting up a driver in the HRIS system. Only HRIS users who have input capability may add the necessary driver information in order for their MVR to be obtained by ASEDRA.

HR11.1 Page

Here is record on the HR11. The user field is blank. If employee is supposed to be a driver then an HR person would need to go to the XP52.1 (see next page) and create a personnel action to update user field.

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XP52.1 Page

The USERFLDCHG personnel action is used to update various user fields on the HR11.
IDENTIFIED AS DRVR is one of them.

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PA22.1 Page

Here is an example of somebody with DL # on the PA22. The information can be input directly on this screen. Each type of vehicle this employee will drive is identified on this form. This information may also be used to determine the specific type of training this employee should receive ie Van, Defensive Driver, Golf Cart ect.

When an employee leaves State service their status code of T1, which means "Termination Pending" may not be updated to T2, "Termination Final". If this update is not done the MVR of the former employee will continue to be run.

Employees that transfer from one Agency to another Agency also need to have the Authorized Driver status (XP52.1) updated to ensure that in their new position a determination is made if the person will again be identified as an Authorized Driver.